



**COURT REPORTERS BOARD OF CALIFORNIA**  
 CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS  
 2535 CAPITOL OAKS DRIVE, SUITE 230  
 SACRAMENTO, CA 95833  
 PHONE: (916) 263-3660 • FAX: (916) 263-3664  
 INTERNET: [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)



December 13, 2005

We have a budget this year that includes resources to develop new test questions for both the English and Professional Practice exams. We will also be conducting workshops to review the new written test items as well as other workshops as identified below. We are looking for newly licensed and more experienced CSR volunteers to assist us in the development of these written examinations.

All participants receive \$150 per day (reimbursed) to cover meals and incidentals. Airline, hotel (reimbursed at state rate) is covered for those outside of the Sacramento area. We provide airline tickets up front, the remaining expenses are paid for by the volunteer and reimbursed by the Board with a voucher/travel form. Due to the full day schedule, it has been standard practice to arrive the night before the first day of the workshop. Training specific to the subject of the workshop is provided at each event. Each CSR volunteer selected will receive materials about that workshop prior to the start date.

Please ask your membership to consider volunteering for this very critical element of our testing operations. Those interested can contact Kim White directly at 916.263.3662, return this letter to her attention at the address above, or email her at [Kim\\_White@dca.ca.gov](mailto:Kim_White@dca.ca.gov). Interested parties need to include their CSR#, a brief work history, current assignment and the dates that they are available.

I will review each volunteer's information and select groups for the workshops based on years/CSR, work history and geographic location. We want to achieve as diverse a group as possible to capture the many facets of the reporter job.

Please see the following schedule for the workshop dates.

#### **Professional Practice Written Examination**

Workshop	Date	Yes
Item Writing	November 18-19, 2005	
Item Review	January 6 & 7, 2006	
Exam Construction	January 20 & 21, 2006	
Passing Score	February 11, 2006	

#### **English Written Examination**

Workshop	Date	Yes
Item Writing	March 3-4, 2006	
Item Review	March 24-25, 2006	
Exam Construction	April 7-8, 2006	
Passing Score	April 28, 2006	

***\*Please note that workshop dates are subject to change, interested parties should check back for the latest information.***

David E. Brown  
 Executive Officer